

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2149

Page 1 **of** 1

Agency

Maryland Environmental Service

Division/Unit

Administration/Procurement

**Item
No.**

Description

Retention

- | | | |
|----|---------------------------|------------------------|
| 1. | Purchase Orders by Vendor | Destroy after 5 years. |
| 2. | Purchase Orders - Numeric | Destroy after 2 years. |
| 3. | Equipment and Supply BIDs | Destroy after 5 years. |
| 4. | Purchase Order Logs | Destroy after 2 years. |

Schedule Approved by Department,
Agency,
or Division Representative.

Date

Signature

Typed Name *E. Hoffman* Chief

Title Procurement & Contracts

Schedule Authorized by State Archivist

Date

OCT 02 2001

Signature

Edward C. Papenfuss

<p>Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p>
		<p>PAGE ____ OF ____</p>
<p>1. Department/Agency MARYLAND ENVIRONMENTAL SERVICE</p>	<p>2. Division ADMINISTRATION</p>	<p>3. Unit PURCHASING</p>
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title PURCHASE ORDERS BY VENDOR</p>	<p>5. Earliest Year/Latest Year ____ to ____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) COPIES OF DIRECT PURCHASE ORDERS AND WRITTEN PURCHASE ORDERS WITH SUPPORTING DOCUMENTATION. PURCHASE ORDERS ARE FILED BY VENDOR AND ARE USED FOR REFERENCE AND RESEARCH AND COMPILING MISCELLANEOUS DATA.</p>		
<p>7. Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><u>4</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>		<p>10. Annual Accumulation</p> <p><u>4</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>12. File Becomes Inactive After</p> <p><u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) HEADQUARTERS / PROCUREMENT</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No NO NUMERIC FILE IN PROCUREMENT</p>
<p>15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))</p>		<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>
<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention DESTROY AFTER 5 YEARS.</p>
<p>Name and Title of Preparer DALE H. ROSE JR. SENIOR AGENCY BUYER</p>	<p>20. Telephone Number 410-974-7272</p>	<p>21. Date 3/29/01</p>

<p>Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>		<p>AGENCY RECORDS INVENTORY</p>	
				<p>PAGE ____ OF ____</p>	
<p>1. Department/Agency MARYLAND ENVIRONMENTAL SERVICE ADMINISTRATION</p>		<p>2. Division ADMINISTRATION</p>		<p>3. Unit PURCHASING</p>	
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title PURCHASE ORDERS-NUMERIC</p>				<p>5. Earliest Year/Latest Year ____ to ____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) COPIES OF DIRECT PURCHASE ORDERS AND WRITTEN PURCHASE ORDERS WITH SUPPORTING DOCUMENTATION. PURCHASE ORDERS ARE FILED NUMERICALLY AND ARE USED AS A BACK-UP TO THE PURCHASE ORDER VENDOR FILE</p>					
<p>7. Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p style="text-align: center;"><u>2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
		<p>10. Annual Accumulation</p> <p style="text-align: center;"><u>2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>			
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>			<p>12. File Becomes Inactive After</p> <p style="text-align: center;"><u>1</u> Number</p> <p><input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) HEADQUARTERS/PROCUREMENT</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No PO BY VENDOR FILE IN PROC.</p>		
<p>15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p style="text-align: center;">DESTROY AFTER 2 YEARS</p>		
<p>Name and Title of Preparer DALE H. ROSE JR. SENIOR AGENCY BUYER</p>		<p>20. Telephone Number 410-974-7272</p>		<p>21. Date 3/29/01</p>	

<p>Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>		<p>AGENCY RECORDS INVENTORY</p>	
				<p>PAGE ____ OF ____</p>	
<p>1. Department/Agency MARYLAND ENVIRONMENTAL SERVICE</p>		<p>2. Division ADMINISTRATION</p>		<p>3. Unit PURCHASING</p>	
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title EQUIPMENT + SUPPLY BID FILES</p>				<p>5. Earliest Year/Latest Year ____ to ____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) COPIES OF ALL BIDS FOR EQUIPMENT AND SUPPLIES. EACH BID PACKAGE CONTAINS A COMPLETE HISTORY OF THE BID. INVITATION, SCOPE SPECIFICATIONS, ADVERTISING, BID RECEIPT, BID OPENING, ANY CORRESPONDENCE AND ADDENDUMS, EACH VENDOR'S BID AND AWARD OF CONTRACT/PURCHASE ORDER. HISTORICAL RECORD USED FOR RESEARCH, ANSWERING INQUIRIES, PREPARING FUTURE BIDS.</p>					
<p>7. Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) CLASSIFICATION FOLDER</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p style="text-align: center;"><u>2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p>	
		<p>10. Annual Accumulation</p> <p style="text-align: center;"><u>2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p>			
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>			<p>12. File Becomes Inactive After</p> <p style="text-align: center;"><u>1</u> Number</p> <p><input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>HEADQUARTERS/PROCUREMENT</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))</p>			<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>DESTROY AFTER 5 YEARS</p>		
<p>Name and Title of Preparer</p> <p>DALE H. ROSE JR. SENIOR AGENCY BUYER</p>		<p>20. Telephone Number</p> <p>410-974-7272</p>		<p>21. Date</p> <p>3/29/01</p>	

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1. Department/Agency MARYLAND ENVIRONMENTAL SERVICE		2. Division ADMINISTRATION		3. Unit PURCHASING	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title PURCHASE ORDER LOGS				5. Earliest Year/Latest Year ____ to ____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) PRE-NUMBERED LOGS TO REFLECT RECEIPT OF DIRECT PURCHASE ORDERS AND TO ASSIGN PURCHASE ORDER NUMBERS TO REQUISITION WORK ORDERS.					
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) 14X11 GREENBAR		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume ____ / ____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) BOX	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		10. Annual Accumulation ____ / ____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) BOX			
13. Current Location(s) (Bldg., Floor, Room) HEADQUARTERS / PROCUREMENT		12. File Becomes Inactive After ____ / ____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
18. Recommended Retention DESTROY AFTER 3 YEARS.		19. Name and Title of Preparer DALE H. ROSE JR. SENIOR AGENCY BUYER			
20. Telephone Number 410-974-7272		21. Date 3/29/01			